


VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Central Mail Room Clerk</u>	CLASSIFICATION CODE: <u>02415200</u>
	SALARY RANGE: <u>Gr. 311 \$14.17 - \$14.75</u>	REFERENCE POSITION NO.: <u>5550-10000-1891</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>5/12/06 - 5/19/06</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>5/22/2006</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 7:00 AM - 3:30 PM</u>	Job Location: <u>Office Services, Mailroom, Craig-Lee</u>
	Restrictions/Limitations: <u>LTPS to 12-9-2006</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2878</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) SEE ATTACHED JOB SPECIFICATION.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Such as may have been gained through: graduation from a senior high school; or Experience: Such as may have been gained through: employment in the performance of simple clerical and manual tasks. Special Requirement: At the time of appointment, must possess a motor vehicle operator's license issued in conformance to the requirements of the Rhode Island Registry of Motor Vehicles; and, also must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Rhode Island College, Office of Human Resources 600 Mt. Pleasant Avenue, Providence, RI 02908 Attn: Robin Pecunioso, Manager Classified Services</p> <p>Telephone #: <u>401-456-8443</u> Fax #: <u>401-456-8717</u> TTY/TDD #: <u>1-800-745-5555</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: CENTRAL MAIL ROOM CLERK

Class Code: 02415200
Pay Grade: 11G
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In a Central Mail Room, to perform simple clerical and manual tasks in the handling and delivery of mail, records and supplies to various state agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior; work is reviewed in process and upon completion for conformance to United States Postal Regulations and established procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORKED PERFORMED:

In a Central Mail Room, to perform simple clerical and manual tasks in the handling and delivery of mail, records, and supplies to various state agencies.

To pick up outgoing mail at various state agencies.

To sort the interdepartmental mail so that all the mail to the same addresses are prepared for delivery.

To sort the outgoing mail placing all the mail from the same address's together.

To weigh the outgoing mail and affix the proper postage using a meter mailing machine.

To take a postage meter reading and record the reading on a daily log so that the proper agency is charged for postage used.

To pack mail and get it ready for pick up by the United States Post Office.

To deliver interdepartmental mail to proper agencies.

To pick up records at the state records center, sign for them and to deliver the records to their proper destination.

To pick up supplies and stationery at the State Stationery and Supply Store, and deliver supplies to agencies requisitioning them.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the United States Postal Regulations and Rates as applied to computing postage to a wide variety of classes and kinds of mail; the ability to apply such regulations and rates involving the making of arithmetical computations for postage accurately and with reasonable speed; the ability to establish and maintain effective working relationships with other employees; the ability to understand and carry out simple written and oral instructions; the physical ability to lift and carry bundles of mail and supplies that sometimes weigh in excess of fifty pounds; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; or

Experience: Such as may have been gained through: employment in the performance of simple clerical and manual tasks.

SPECIAL REQUIREMENT: At the time of appointment: must possess and maintain a motor vehicle operator's license issued in conformance to the requirements of the Rhode Island Registry of Motor Vehicles; and, also, must be certified by a licensed physician as physically qualified to perform the duties of this class and to meet the above-stated physical ability requirement.

Class Revised: December 22, 1985

Editorial Review: 3/15/03